

Word 2016 - Part 1 - Basic

Target Audience

This course is intended for students who want to learn basic Word 2016 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Course Objectives

In this course, you will learn fundamental Word 2016 skills. You will:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Course Outline

1 - GETTING STARTED WITH WORD

- Topic A: Navigate in Microsoft Word
- Topic B: Create and Save Word Documents
- Topic C: Manage Your Workspace
- Topic D: Edit Documents
- Topic E: Preview and Print Documents
- Topic F: Customize the Word Environment

2 - FORMATTING TEXT AND PARAGRAPHS

- Topic A: Apply Character Formatting
- Topic B: Control Paragraph Layout
- Topic C: Align Text Using Tabs
- Topic D: Display Text in Bulleted or Numbered Lists
- Topic E: Apply Borders and Shading

3 - WORKING MORE EFFICIENTLY

- Topic A: Make Repetitive Edits
- Topic B: Apply Repetitive Formatting
- Topic C: Use Styles to Streamline Repetitive Formatting Tasks

4 - MANAGING LISTS

- Topic A: Sort a List
- Topic B: Format a List

5 - ADDING TABLES

- Topic A: Insert a Table
- Topic B: Modify a Table
- Topic C: Format a Table
- Topic D: Convert Text to a Table

6 - INSERTING GRAPHIC OBJECTS

- Topic A: Insert Symbols and Special Characters
- Topic B: Add Images to a Document

7 - CONTROLLING PAGE APPEARANCE

- Topic A: Apply a Page Border and Color
- Topic B: Add Headers and Footers
- Topic C: Control Page Layout
- Topic D: Add a Watermark

8 - PREPARING TO PUBLISH A DOCUMENT

- Topic A: Check Spelling, Grammar, and Readability
- Topic B: Use Research Tools
- Topic C: Check Accessibility
- Topic D: Save a Document to Other Formats